

**EDUCATION FOR HOMELESS CHILDREN AND YOUTH: HOMELESS EDUCATION LIAISON
SELF ASSESSMENT TOOL**

PURPOSE

This tool has been developed as a **self assessment tool** that includes the primary responsibilities of a Homeless Liaison as described in the McKinney Vento Act as amended under No Child Left Behind; this is the federal legislation that governs homeless education services. It is the responsibility of the Vermont Department of Education to ensure that supervisory unions and Liaisons in particular, are aware of the requirements of the law and that training and technical assistance is available to ensure compliance with these requirements.

As the designated Homeless Education Liaison for your supervisory union, you can use this tool to guide and document your work as well as a planning tool for “next steps” in increasing the identification and enrollment of homeless students. Training and technical guidance is available to you to support your work with homeless students and to provide training and support to your school and community partners.

Date: _____ Supervisory Union: _____

Homeless Education Liaison: _____

Number of Years Serving as Homeless Liaison: _____

For School Year 2008-2009:

Number of students identified and enrolled as reported to Vermont Department of

Education: _____ Identified _____ Enrolled

Trainings held for supervisory union staff: _____

If you have any questions please contact:

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I UNDERSTAND THE REQUIREMENTS FOR SERVICES TO HOMELESS CHILDREN AND YOUTH UNDER THE MCKINNEY VENTO ACT/NCLB:

___ I understand and can apply the **definition of homeless** to the identification of homeless students.

___ I have reviewed the contents of the (red) **McKinney Vento Information Packet**, including the **“Summary of the McKinney Vento Act and Title 1 Provisions”**.

___ I have viewed the **McKinney Vento power-point presentation** on the Department of Education website: http://education.vermont.gov/new/html/pgm_homeless.html

___ I have received an **individual/small group orientation** from the Vermont Homeless Children and Youth Project staff or the State Office for Education of Homeless Children and Youth.

___ I am aware of and use technical assistance resources, including the **Homeless Education Website**, the **Vermont Homeless Children and Youth Project staff**, and the **Education for Homeless Children and Youth state office**.

I HAVE ESTABLISHED A SYSTEM TO IDENTIFY AND ENROLL HOMELESS STUDENTS FOR MY SUPERVISORY UNION.

___ I am familiar with and can use the **“Simple Homeless Training System”** (McKinney Vento power-point, “Get It Right Flow Chart” and the Referral Form).

___ Supervisory union staff has been trained to **identify and refer** homeless students to me. (Superintendent, Assistant Superintendent, Principals, Guidance, School Nurses, SPED, enrollment staff, and other staff as appropriate)

___ School and community staff use the **“Referral to Homeless Education Liaison” form** to refer students to me.

___ **Informational posters** for both parents and youth have been posted prominently in school locations.

___ **School enrollment forms** include a question regarding “housing issues”.

___ I notify parents of homeless students and unaccompanied youth about **enrollment options and education and transportation services**.

___ I **track data** on identified and enrolled homeless students for submission with the Consolidated Federal Report due July 1st.

___ I use the **“Simple Information System Notebook”** to track service data and to guide enrollment and service decisions using the “Determining Feasibility of School Placement: Individualized Worksheet”.

___ I work collaboratively with Homeless Education Liaisons in other supervisory unions to determine homeless status and enrollment options for students.